

Quick Help for Patron Data Clean-up in Destiny Textbook Manager

1. HIGH SCHOOLS: Global Delete by Graduation Year.

Click on the BACK OFFICE TAB, UPDATE PATRONS option, and DELETE sub-tab. Make the appropriate changes and click PREVIEW. Destiny will run a report in the JOB MANAGER for you to review with an option to DELETE the patrons on the list.

The screenshot shows a web browser window with the URL <https://sc.follettdestiny.com/backoffice/servlet/presentupdatepatronglobaldeleteform.do?l2m=Update%20Patrons>. A yellow banner at the top reads: "The Pre-Order for US History and AP US History will begin on Monday July 28th and end on Friday, August 8th. Please make sure that all orders for US Hist". Below the banner, the site name "Follett Destiny" and the school name "Pleasant Hill Elementary School - 3201060" are displayed. The navigation menu includes "List All Sites", "Dashboard", "Catalog", "Circulation", "Reports", and "Back Office". The "Update Patrons" section is active, showing a sidebar with options: "Manage Patrons", "Update Patrons", "Update Classes", "Import Patrons", "Export Patrons", "Manage Homerooms", "Upload Patron Pictures", "Textbook Policies", "Access Levels", "Calendar / Hours", "Forecasting", and "Site Configuration". The main content area is titled "Delete Patron Information..." and contains the following form elements:

- Delete** Patrons (dropdown menu)
- Based on** Global criteria (dropdown menu)
- ☐ Allow patrons to be deleted even if they have outstanding transactions
- For every patron...** Whose Graduation Year is 2014
- ...and Patron Type is Any (dropdown menu)

A warning message states: "This process cannot be reversed. Before proceeding, you should have a current backup of your database. Your last SQL backup was". At the bottom right, there are two buttons: "Preview" (with a magnifying glass icon) and "Delete All" (with a trash can icon).

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2. **ALL SCHOOLS:** Global Update to change all Patrons to Inactive.

Click on the BACK OFFICE TAB, UPDATE PATRONS option, and UPDATE sub-tab. Make the necessary change and click UPDATE.

The screenshot shows a web browser window with the URL <https://sc.follettdestiny.com/backoffice/servlet/handleupdatepatronglobalupdateform.do>. A yellow banner at the top reads: "The Pre-Order for US History and AP US History will begin on Monday July 28th and end on Friday, August 8th. Please make sure that all orders for US Hi". Below the banner, the page title is "Pleasant Hill Elementary School - 3201060". The Follett Destiny logo is on the left. A navigation bar includes "List All Sites", "Dashboard", "Catalog", "Circulation", "Reports", and "Back Office". The "Back Office" tab is selected, and the "Update Patrons" sub-tab is active. A sidebar on the left lists various management options: "Manage Patrons", "Update Patrons", "Update Classes", "Import Patrons", "Export Patrons", "Manage Homerooms", "Upload Patron Pictures", "Textbook Policies", "Access Levels", "Calendar / Hours", "Forecasting", "Site Configuration", "Inventory", "Ledger", and "Job Manager". The main content area is titled "Update Patrons..." and contains a form. The "Based on" dropdown is set to "Global criteria". The "For every patron..." section has two rows: "Whose Patron Status is Active" and "Change Patron Status to Inactive". A warning message states: "This process cannot be reversed. Before proceeding, you should have a current backup of your database. Your last SQL backup was on 7/28/2014 8:41 PM server tim". An "Update" button with a plus icon is at the bottom right of the form. The footer shows "©2002-2014 Follett Software Company" and "7/29/2014 9:08 AM EDT".

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3. ALL SCHOOLS: Mark the Textbook Coordinator patron as Active.

Click on the BACK OFFICE TAB, MANAGE PATRONS option, and search for Coordinator. Click on Edit, change the Status to Active and click Save.

Edit Patron

https://sc.follettdestiny.com/backoffice/servlet/presenteditpatrongeneralinfoform.do?action=Edit&patronID=138

The Pre-Order for US History and AP US History will begin on Monday July 28th and end on Friday, August 8th. Please make sure that all orders for US History are placed by the deadline.

Pleasant Hill Elementary School - 3201060

Textbook Coordinator Logout

Dashboard Catalog Circulation Reports Back Office My Info

Manage Patrons > Edit Patron

Manage Patrons

Update Patrons

Update Classes

Manage Homerooms

Textbook Policies

Calendar / Hours

Forecasting

Site Configuration

Inventory

Ledger

Job Manager

* Required Field

Patron Information Last Saved: 8/1/2013 11:01 AM

* Last Name Coordinator

Middle Name

State ID

Gender Unspecified

Birthdate

Grad Year

Grade Level

Currently Teaching Yes

First Name Textbook

Nickname

Email 1

Email 2

Save Cancel

Site Information

* Barcode COORDINATOR

Patron Type Faculty

Access Level Textbook Administrator

Status Active

Card Expires

Homeroom -- Select a Homeroom -- Other...

Password Assigned Clear Password

User Defined 1

User Defined 2

User Defined 3

User Defined 4

User Defined 5

Acceptable Use Policy on File? Yes

Print Label on Save Save Cancel

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4. **ALL SCHOOLS:** Global Delete by Patron Status – **To Be Completed AFTER the Sync for the new school year on Sunday night.**

Click on the BACK OFFICE TAB, UPDATE PATRONS option, and DELETE sub-tab. Make the appropriate changes and click PREVIEW. Destiny will run a report in the JOB MANAGER for you to review with an option to DELETE the patrons on the list. This list should be students/teachers no longer at the school/district.

Update Patrons

← → ↺ <https://sc.follettdestiny.com/backoffice/servlet/handleupdatepatronglobaldeleteform.do?restoreFromCrumb=1&tm=TopLevelBackOffice&l2m=Update+Patrons&formSignature=&formName=backof>

The Pre-Order for US History and AP US History will begin on Monday July 28th and end on Friday, August 8th. Please make sure that all orders for US History are placed by the

Pleasant Hill Elementary School - 3201060

Follett Destiny®

Dashboard Catalog Circulation Reports **Back Office** My Info

Update Patrons

Manage Patrons

Update Patrons

Update Classes

Manage Homerooms

Textbook Policies

Calendar / Hours

Forecasting

Site Configuration

Inventory

Ledger

Job Manager

Delete Patron Information...

Delete Patrons ▼

Based on Global criteria ▼

☐ Allow patrons to be deleted even if they have outstanding transactions

For every patron... Whose Patron Status ▼ is Inactive ▼

This process cannot be reversed. Before proceeding, you should have a current backup of your database. Your last SQL backup was on 7/28/2014 8:41

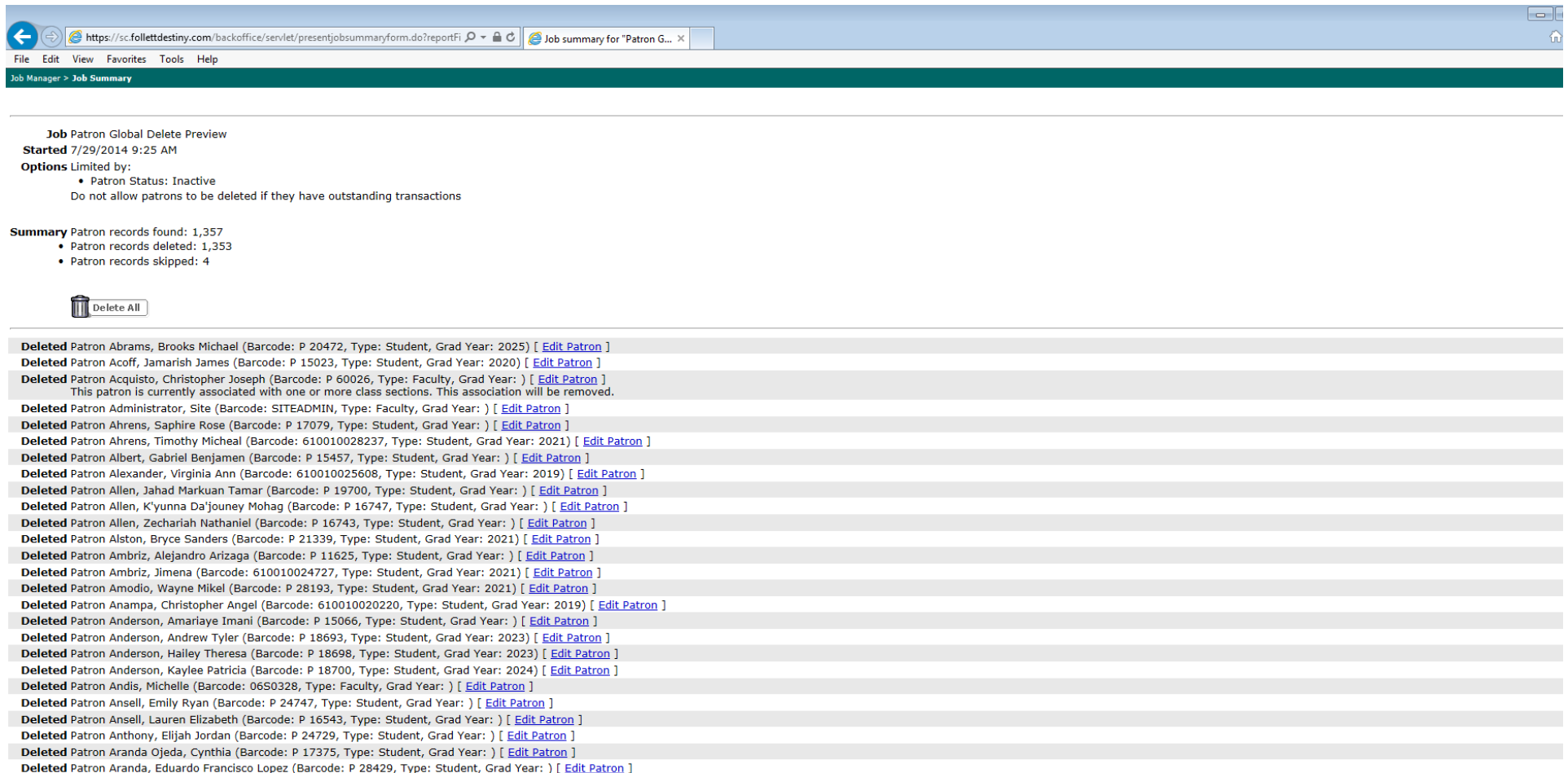
Preview Delete All

©2002-2014 Follett Software Company 7/29/2014 9:22 AM EDT

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5. ALL SCHOOLS: Global Delete by Patron Status – To Be Completed AFTER the Sync for the new school year on Sunday night.


If the file looks right, click Delete All.



The screenshot shows a web browser window with the URL <https://sc.follettdestiny.com/backoffice/servlet/presentjobsummaryform.do?reportFi>. The page title is "Job Manager > Job Summary".

Job Patron Global Delete Preview
Started 7/29/2014 9:25 AM
Options Limited by:
• Patron Status: Inactive
Do not allow patrons to be deleted if they have outstanding transactions

Summary Patron records found: 1,357
• Patron records deleted: 1,353
• Patron records skipped: 4

 Delete All

The following table lists the deleted patrons:

Deleted Patron Abrams, Brooks Michael (Barcode: P 20472, Type: Student, Grad Year: 2025) [Edit Patron]
Deleted Patron Acoff, Jamarish James (Barcode: P 15023, Type: Student, Grad Year: 2020) [Edit Patron]
Deleted Patron Acquisto, Christopher Joseph (Barcode: P 60026, Type: Faculty, Grad Year:) [Edit Patron] This patron is currently associated with one or more class sections. This association will be removed.
Deleted Patron Administrator, Site (Barcode: SITEADMIN, Type: Faculty, Grad Year:) [Edit Patron]
Deleted Patron Ahrens, Sapphire Rose (Barcode: P 17079, Type: Student, Grad Year:) [Edit Patron]
Deleted Patron Ahrens, Timothy Micheal (Barcode: 610010028237, Type: Student, Grad Year: 2021) [Edit Patron]
Deleted Patron Albert, Gabriel Benjamin (Barcode: P 15457, Type: Student, Grad Year:) [Edit Patron]
Deleted Patron Alexander, Virginia Ann (Barcode: 610010025608, Type: Student, Grad Year: 2019) [Edit Patron]
Deleted Patron Allen, Jahad Markuan Tamar (Barcode: P 19700, Type: Student, Grad Year:) [Edit Patron]
Deleted Patron Allen, K'yunna Da'journey Mohag (Barcode: P 16747, Type: Student, Grad Year:) [Edit Patron]
Deleted Patron Allen, Zechariah Nathaniel (Barcode: P 16743, Type: Student, Grad Year:) [Edit Patron]
Deleted Patron Alston, Bryce Sanders (Barcode: P 21339, Type: Student, Grad Year: 2021) [Edit Patron]
Deleted Patron Ambriz, Alejandro Arizaga (Barcode: P 11625, Type: Student, Grad Year:) [Edit Patron]
Deleted Patron Ambriz, Jimena (Barcode: 610010024727, Type: Student, Grad Year: 2021) [Edit Patron]
Deleted Patron Amodio, Wayne Mikel (Barcode: P 28193, Type: Student, Grad Year: 2021) [Edit Patron]
Deleted Patron Anampa, Christopher Angel (Barcode: 610010020220, Type: Student, Grad Year: 2019) [Edit Patron]
Deleted Patron Anderson, Amarlaye Imani (Barcode: P 15066, Type: Student, Grad Year:) [Edit Patron]
Deleted Patron Anderson, Andrew Tyler (Barcode: P 18693, Type: Student, Grad Year: 2023) [Edit Patron]
Deleted Patron Anderson, Hailey Theresa (Barcode: P 18698, Type: Student, Grad Year: 2023) [Edit Patron]
Deleted Patron Anderson, Kaylee Patricia (Barcode: P 18700, Type: Student, Grad Year: 2024) [Edit Patron]
Deleted Patron Andis, Michelle (Barcode: 06S0328, Type: Faculty, Grad Year:) [Edit Patron]
Deleted Patron Ansell, Emily Ryan (Barcode: P 24747, Type: Student, Grad Year:) [Edit Patron]
Deleted Patron Ansell, Lauren Elizabeth (Barcode: P 16543, Type: Student, Grad Year:) [Edit Patron]
Deleted Patron Anthony, Elijah Jordan (Barcode: P 24729, Type: Student, Grad Year:) [Edit Patron]
Deleted Patron Aranda Ojeda, Cynthia (Barcode: P 17375, Type: Student, Grad Year:) [Edit Patron]
Deleted Patron Aranda, Eduardo Francisco Lopez (Barcode: P 28429, Type: Student, Grad Year:) [Edit Patron]